



STATE OF KANSAS

VACANCY ANNOUNCEMENT

Position: Office Assistant

Division: Elections

Type of Position: Part-time

Hours: 20-25 hours per week
(hours are negotiable)

Duties:

Answer telephone inquiries; assist customers; process voter registration applications and cancellations; do basic research on past elections; assist with mailings and copy work; assist with publication of books (Election Statistics, Election Laws, Election Standards); assist full time employees as needed; assist with law book mailings and deliveries; work with statewide voter registration database.

Job Requirements:

Demonstrate superior interpersonal skills including the ability to work in an office environment while maintaining a high degree of professionalism by demonstrating respect for customers, co-workers, and supervisors.

Possess effective communication skills including the ability to actively listen and pleasantly share information with others over the telephone.

Be proficient in the use of general office equipment (computer, phone, fax, copier) and comfortable learning new processes and adapting to change.

Basic knowledge of Microsoft Word and Excel is required. Knowledge of Pagemaker (InDesign) is helpful but not required.

Hourly rate:

\$8.60 per hour

Contact Person:

Please visit our web-site at www.kssos.org to fill out an employment application. If you have further questions, contact Christy at 785-296-2034.

Position will close Friday, April 2, 2010